

## Action Step Bank

The **Action Step Bank** is a repository of Action Steps that the district develops in collaboration with school representatives. These action steps should align with the Goals and Objectives and are ideal for schools to use in the creation of their school plans.

Click the **Login** link from the left menu bar to login.

Click **Planning Tool**. You will notice a new menu selection appears, Action Step Bank.

Click **Action Step Bank**

The screenshot shows the 'Planning Tool' interface. On the left is a vertical menu with items: ePAGE Home, Search School Districts, Admin Tools, Edit User Info, Doc Library, Contact NDE, Logout, Planning Tool, Action Step Bank, Funding Applications, Address Book, and Help. The 'Action Step Bank' item is circled in purple. A red arrow points from a box labeled 'First, Click' to the 'Planning Tool' menu item. A blue arrow points from a box labeled 'Second, Click' to the 'Action Step Bank' menu item. The main content area shows the 'Planning Tool' header with a breadcrumb 'Home >> Planning Tool >>'. Below this is a 'Select Fiscal Year:' dropdown set to '2008' and a link 'Create School District/Agency Plan for Fiscal Year 2009'. A legend shows 'G' for Goal, 'O' for Objective, and 'AS' for Action Step. Below the legend are two 'Select School:' dropdowns. The first dropdown is set to 'School District/Agency Plan' and has buttons for 'G', 'O', and 'AS'. The second dropdown is set to 'School Plan' and has an 'AS' button. Arrows point from these dropdowns to three boxes: 'School District Improvement Plan Requirements' (with an 'O' button), 'School Improvement Plan Requirements' (with an 'AS' button), and 'Schoolwide Plan Requirements' (with an 'AS' button').

The first time you do this, you will see a screen similar to the following:

Click **Yes** or **No**, as appropriate for your district.

Click **Save**

The screenshot shows the 'Action Step Bank' interface. On the left is a vertical menu with items: ePAGE Home, Search School Districts, Admin Tools, Edit User Info, Doc Library, Contact NDE, Logout, Planning Tool, Action Step Bank, Funding Applications, Address Book, and Help. The 'Action Step Bank' item is circled in purple. A red arrow points from a box labeled 'First, Click One' to the 'Yes' radio button. A blue arrow points from a box labeled 'Second, Click' to the 'Save' button. The main content area shows the 'Action Step Bank' header with a breadcrumb 'Home >> Planning Tool >>'. Below this is a link 'St. Viator School (46)'. The 'Fiscal Year - 2008' is displayed. A question is asked: 'Are schools limited to using the action steps created by the school district?'. Below the question are two radio buttons: 'Yes' and 'No'. The 'Yes' radio button is selected. Below the radio buttons are two buttons: 'Save' and 'Cancel'. The 'Save' button is circled in purple.

Click **Add Action Step Bank Item**

The screenshot shows the ePAGE Home page with a sidebar on the left containing links like 'Search School Districts', 'Admin Tools', 'Edit User Info', 'Doc Library', 'Contact NDE', 'Logout', 'Planning Tool', 'Action Step Bank', 'Funding Applications', and 'Address Book'. The main content area is titled 'Action Step Bank' and includes a breadcrumb trail 'Home >> Planning Tool >>'. Below the breadcrumb, there is a link 'St. Viator School (46)' and a user identifier 'rluna1\_46/sdadmin'. A red arrow points to a purple circle around the link 'Add Action Step Bank Item'.

You will be taken to the **Add Action Step Bank** page.

Enter the **Action Step** information

Click **Save**

The screenshot shows the 'Add Action Step Bank' form. It has a sidebar on the left with links similar to the previous page. The main content area is titled 'Add Action Step Bank' and includes a breadcrumb trail 'Home >> Planning Tool >>'. Below the breadcrumb, there is a link 'St. Viator School (46)' and a user identifier 'rluna1\_46/sdadmin'. The form has two main sections: 'Title' and 'Description'. The 'Title' field contains 'Principals Academy' and is circled in purple. The 'Description' field contains 'All new principals will attend the Principals Academy one week session before the start of school in August.' and is also circled in purple. A red box with the text 'First, Enter Action Step Information' has two red arrows pointing to the 'Title' and 'Description' fields. Below the 'Description' field is a 'Count Characters' button. Below the 'Count Characters' button is a 'Sort Order' field with a dropdown menu. Below the 'Sort Order' field is a note: '(Optional: If a Sort Order is not provided, the Action Steps will appear in alphabetical order)'. At the bottom of the form are three buttons: 'Spell Check', 'Save', and 'Cancel'. The 'Save' button is circled in purple. A blue box with the text 'Second, Click' has a blue arrow pointing to the 'Save' button.

In the example that follows, we have added 5 **Action Steps** to the **Action Step Bank**.

The screenshot shows the 'Action Step Bank' page. It has a sidebar on the left with links similar to the previous pages. The main content area is titled 'Action Step Bank' and includes a breadcrumb trail 'Home >> Planning Tool >>'. Below the breadcrumb, there is a link 'St. Viator School (46)' and a user identifier 'rluna1\_46/sdadmin'. Below the breadcrumb, there are two links: 'Add Action Step Bank Item' and 'Change Action Step Bank Access for Schools'. Below the links is a table with two columns: 'Title' and 'Sort Order'. The table contains 5 rows of action steps: 'Hire ELL Aides', 'Math Night', 'Math Workshop', 'Principals Academy', and 'Professional Development ELL Workshop'. Below the table is a 'Row Count: 5' label.

You may also create an entry in the **Action Step Bank** by Clicking the box **Add to Action Step Bank** when you are creating an Action Step in the **Insert Action Step** page with this method:

Click **Planning Tool**

Click **School District / Agency Plan**

Click **Action Steps**

Click a red link to add an **Action Step** to an appropriate **Objective**

The screenshot shows the 'Insert Action Step' form for St. Viator School (46) in the fiscal year 2008. The form has tabs for Status, Needs, Goals, Objectives, and Action Steps. The 'Action Steps' tab is active. The form displays the following information:

- Goal:** Mathematics
- Objective:** Before/after/summer school activities if appropriate
- View Recommended Action Step:** No recommended action steps are available.
- Action Step Title:** 21st Century After School Program
- Action Step Description:** Students will have access to 21st Century after school programs to provide tutoring and academic enrichment.
- Benchmark Indicator (Optional):**
- Add to Action Step Bank:** A checkbox that is checked.
- Action Step/Program Relationship(s):** To associate a particular program (or grant) to this action step, click on the link below. [Add Action Step/Program Relationship](#)
- Buttons:** Spell Check, Save, Cancel

Annotations on the form include:

- A red arrow pointing to the 'Action Step Title' field with the text 'First, Enter Action Step Information'.
- A blue arrow pointing to the 'Add to Action Step Bank' checkbox with the text 'Second, Click'.
- A red arrow pointing to the 'Save' button with the text 'Third, Click'.

## To Use the Action Step Bank:

Click **Planning Tool**

Click **Select School**

The screenshot shows the 'Planning Tool' interface. On the left sidebar, the 'Planning Tool' link is circled in red. A red arrow points from a box labeled 'First, Click' to this link. The main content area shows the 'Planning Tool' title, the 'Washoe County SD (16)' selection, and the 'Fiscal Year - 2008'. Below this, there are links for 'Select Fiscal Year: 2008' and 'Create School District/Agency Plan for Fiscal Year 2009'. A legend indicates that 'G' represents Goal, 'O' represents Objective, and 'AS' represents Action Step. The 'Select School:' dropdown menu is open, showing options like 'School District/Agency Plan', 'School Plan', 'School District Improvement Plan Requirements', 'School Improvement Plan Requirements', and 'Schoolwide Plan Requirements'. A blue arrow points from a box labeled 'Second, Click' to the dropdown arrow icon.

Click a school from the resulting menu.

This screenshot shows the 'Planning Tool' interface after the second click. The 'Select School:' dropdown menu is open, displaying a list of schools. The school '016-207 - Beck, Jessie Elementary School' is highlighted with a red circle and a red arrow. The main content area shows the 'Planning Tool' title, the 'Washoe County SD (16)' selection, and the 'Fiscal Year - 2008'. Below this, there are links for 'Select Fiscal Year: 2008' and 'Create School District/Agency Plan for Fiscal Year 2009'. A legend indicates that 'G' represents Goal, 'O' represents Objective, and 'AS' represents Action Step. The 'Select School:' dropdown menu is open, showing options like 'School District/Agency Plan', 'School Plan', 'School District Improvement Plan Requirements', 'School Improvement Plan Requirements', and 'Schoolwide Plan Requirements'.

You will be taken to the **School Plan Status** page.  
Select **School Action Steps** at either the blue link or the grey menu.

Search School Districts

Admin Tools

Edit User Info

Doc Library

Contact NDE

Logout

Planning Tool

Action Step Bank

Funding Applications

Address Book

Help

### School Plan Status - St. Viator School

[St. Viator School \(46\)](#) Fiscal Year - 2008

| Fiscal Year | School Improvement Status |
|-------------|---------------------------|
| 2008        | OK                        |
| 2007        | Not Available             |

**Status**

**Requirement**

[School Action Steps](#)

[Printable Version of School Plan](#)

[View School Plan Archives](#)

**School Action Steps**

| Requirement                         | Status     |
|-------------------------------------|------------|
| <a href="#">School Action Steps</a> | Incomplete |

First, Click in Either Area

Click a red link to **Add Action Step** to an appropriate **Objective**.

☐ **1.5. Before/after/summer school activities if appropriate**

[Add Action Step](#)

☒ **1.5.1. Before/after/summer school program - SI & SW**

**Description:**

Summer school for students in need of remedial education to move up to grade level.

**Benchmark Indicator:**

**ActionStep/Program Relationship(s):**

Paste

[Copy](#)

You will be taken to the ***Insert School Action Step*** page.

Click ***View Recommended Action Step***:

\*\*\* The ***Action Steps*** that are available are from the ***Action Step Bank*** \*\*\*

In the example below, you will notice there are 6 available choices, all of which were created in the ***School District / Agency Plan***. For this example, we will Click the ***Action Step*** just last created in this section, ***21<sup>st</sup> Century*** ...

The screenshot shows the ePAGE Home interface. On the left is a navigation menu with links like 'Search School Districts', 'Admin Tools', 'Edit User Info', 'Doc Library', 'Contact NDE', 'Logout', 'Planning Tool', 'Action Step Bank', 'Funding Applications', 'Address Book', and 'Help'. The main content area is titled 'Insert School Action Step - St. Viator School' and includes a breadcrumb trail 'Home >> Planning Tool >>'. Below the title is a link to 'St. Viator School (46)' and the text 'Fiscal Year - 2008'. There are two tabs: 'Status' and 'School Action Steps'. Under 'School Action Steps', the 'Goal' is 'English Language Acquisition' and the 'Objective' is 'Before/after/summer school activities if appropriate After school program to offer dual language lessons to ELL students.' Below this, a section titled 'View Recommended Action Step:' shows a dropdown menu with the following options: '21st Century After School Program', 'Hire ELL Aides', 'Math Night', 'Math Workshop', 'Principals Academy', and 'Professional Development ELL Workshop'. The '21st Century After School Program' option is highlighted with a red circle and a red arrow. Below the dropdown is an 'Action Step Description' field.

Notice the **Action Step Title** and **Action Step Description** are populated.

Click **Save**

View Recommended Action Step:

21st Century After School Program

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**Action Step Title**

21st Century After School Program

**Action Step Description**

Students will have access to 21st Century after school programs to provide tutoring and academic enrichment.

Count Characters

**Benchmark Indicator (Optional)**

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**Action Step/Program Relationship(s):**

To associate a particular program (or grant) to this action step, click on the link below.

[Add Action Step/Program Relationship](#)

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Spell Check **Save** Cancel

You will notice the **Action Step** from the **Action Step Bank** is now linked to the **Objective**.

☐ **1.5. Before/after/summer school activities if appropriate**

Paste

[Add Action Step](#)

↑ ↓ ☐ **1.5.1. Before/after/summer school program - SI & SW**

[Copy](#)

**Description:**

Summer school for students in need of remedial education to move up to grade level.

**Benchmark Indicator:**

**ActionStep/Program Relationship(s):**

↑ ↓ ☐ **1.5.2. 21st Century After School Program - SP**

[Copy](#)

**Description:**

Students will have access to 21st Century after school programs to provide tutoring and academic enrichment.

**Benchmark Indicator:**

**ActionStep/Program Relationship(s):**

Continue to use the **Action Step Bank** to save time and provide alignment with district **Action Steps**, as applicable.

When done, **Logout** at the left menu bar.